

Agenda

Basics of Law Office Management and Operation in Iowa

- Law office organization
- Staff roles and responsibilities
- Awareness of attorney regulation and ethics rules
- Managing contacts with potential clients and other law firms
- Participating in client intake process
- Creating, organizing and maintaining files
- Client communications
- Client billing and accounting practices

Basics of Iowa State Civil Litigation

- Types of civil matters
- State court vs. federal court practice
- Prerequisites for litigation
- Alternatives to litigation: mediation, arbitration, negotiation
- The civil discovery process
- Preparing for trial
- Civil trials
- Post-judgment matters and appeals

Legal Ethics for Legal Assistants

- Attorney and paralegal ethical rules
- Specific areas of concern for legal support staff:
 - Conflicts of interest
 - Confidentiality
 - Ex-parte communications
- Avoiding the unauthorized practice of law
- Working with clients, courts and opposing counsel

Locating Sources of Iowa Law

- Sources of Federal laws and regulations
- Sources of Iowa laws and regulations
- Finding case law
- Using secondary sources
- Evaluating sources and information obtained

Document Drafting and Editing

- Legal terminology
- Drafting legal documents
- Editing legal documents
- Updating legal references
- Proofreading skills



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S. Hess

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D. Anderson

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M. Wordehoff

Fundamentals of Legal Assisting in Iowa

Live, Interactive Webinar - Tuesday, November 12, 2024



HalfMoon Education Inc.
PO Box 278
Altoona, WI 54720-0278



Learning Objectives

You'll be able to:

- Manage** contacts with potential clients, current clients, and other law firms.
- Find** federal and Iowa statutes, regulations and case law.
- Review** ethics rules for attorneys and legal support staff and learn to avoid the unauthorized practice of law.
- Discuss** civil litigation practice and consider alternatives to litigation.
- Get** tips on document drafting, editing and proofreading.



HalfMoon Education Inc.,
Your LIVE Education Leader Presents

Fundamentals of Legal Assisting in Iowa

Live, Interactive Webinar - Tuesday, November 12, 2024



- Explore** law office organization and standard practices
- Learn** to locate federal and Iowa laws and regulations
- Understand** the principles underlying ethics rules for attorneys and legal assistants
- Discuss** the basics of civil litigation in Iowa
- Get** tips on drafting documents
- Learn** about editing documents and updating legal references

Continuing Education Credits

- Paralegals**
6.5 CLE Hours (Incl. 1.0 Ethics Hour)
- National Association of Legal Assistants (NALA)**
6.5 CLE Hours



Webinar Information

Online - Tuesday, November 12, 2024

Log into Webinar

8:00 - 8:30 am CDT

Break

11:45 am - 12:15 pm CDT

Morning Session

8:30 - 11:45 am CDT

Afternoon Session

12:15 - 4:00 pm CDT

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Faculty

Susan Hess *Hammer Law Firm, PLC, in Dubuque, IA*

Ms. Hess is an attorney and shareholder with Hammer Law Firm. Her practice areas include *Litigation, Family and Divorce Law, Personal Injury and Corporate Defense*. She earned her B.A. degree, *cum laude*, from Loras and her J.D. degree from the University of Iowa College of Law.

Michael Gau, J.D.

Dean of Business, Graphic Design, Paralegal, and Science at Northeast Iowa Community College

Mr. Gau is dean of Business, Graphic Design, Paralegals and Science with Northeast Iowa Community College. He earned his J.D. degree from the University of Iowa College of Law.

Daryl Anderson, J.D., M.B.A.

Paralegal Instructor, Program Chair, DMACC Urban Campus in Des Moines, IA

Ms. Anderson is an instructor and paralegal program chair with Des Moines Area Community College. She earned her B.B.A. degree from the University of Iowa, her M.B.A degree from Drake University and her J.D. degree from Drake University Law School.

Mickelle Wordehoff, Esq., M.A., C.E.D.S.

Adjunct Professor, Legal Technology and eDiscovery I, Legal Research and Writing I, Des Moines Area Community College

Ms. Wordehoff is an adjunct faculty with Des Moines Area Community College teaching paralegals students Introduction to Technology and eDiscovery and Legal Research and Writing I. She is also a freelance independent legal consultant in which she consults and performs litigation support on legal writing and research, deposition preparation, document review, e-discovery, drafting of discovery requests, drafting complaints/petitions, answering complaints/petitions, motions for summary judgment and client relations. Ms. Wordehoff earned her bachelor's degree from the University of Iowa, her master's degree from Syracuse University- Maxwell School, and her J.D. degree from Syracuse University School of Law.

Credit Information

This webinar is open to the public and is designed to qualify for 6.5 CLE hours, including 1.0 ethics hour, to paralegals in Iowa. Paralegal certification is not required to participate in this course.

This webinar has been approved by the National Association of Legal Assistants (NALA) for 6.5 total CLE hours, including 4.0 substantive hours, 1.0 non-substantive hour and 1.0 ethics hour.

Attendance will be monitored, and attendance certificates will be available after the webinar for those who attend the entire course and score a minimum 80% on the quiz that follows the course (multiple attempts allowed).

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